

PTSA Board of Directors Meeting

June 9, 2011

Minutes

I. Call to Order

The June Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:35 pm in the Arts & Sciences room at Audubon Elementary by President Roy Captain.

Six voting members were present; Fourteen people attended the meeting (sign-in sheet on file).

II. Opening Business

Motion to approve the minutes of the May 5, 2011, Board of Directors meeting. Mindy Lincicome seconded this motion. Minutes were approved as submitted.

President Judy East opened the meeting with introductions of the new incoming 2011-2012 Board of Director members.

III. Area Reports and Actions:

Treasurer, Mindy Lincicome, submitted a report, Appendix A - Mindy led discussion on ideas of spending down the surplus funds we are accumulating with each additional "net positive" year.

VP Communications, No report submitted

VP of Fundraising Chandana Surlu submitted a report, Appendix C – Chandana reminded board of directors that the 2011-2012 school supplies will be available for order on Amazon.com, as well as grades supplies lists.

VP Student Services Charla Mills submitted a report, Appendix D –

VP Events, Amy Hayes, No report submitted

VP Student Enrichment, Pierre-Henri Frevol, No Report submitted

Ways and Means chairman Linda Hall, No report submitted

Legislative Advocacy, Byron Shutz, No report submitted - Byron announced that the Legislature closed with \$5 million cuts to the Lake Washington School District. On August 8, 2011, there will be a vote on how these cuts will be distributed.

IV. Principal and Faculty Reports

Principal Karen Dickens – Principal Karen Dickens was not present in the meeting. President Roy Captain reported for Karen Dickens on her behalf. Roy announced that Field Day was a success! Roy also relayed for Principal Dickens that staffing decisions have been made, class sizes will increase for the 2011-2012 school year, and she is working on the transition with the 6th grade leaving Audubon and 5th grade being final grade.

The Specialists Team represented the Audubon faculty at this month's PTSA meeting. Representing the Specialists Team were: Laurie Gogic, ELL specialists, and Kristen Hurst, Performing Arts specialist.

ELL Specialist, Laurie Gogic thanks the PTSA Board of Directors for the luncheons as well as International Night, which was a success!

Performing Arts specialist, Kristen Hurst, told the PTSA board that teaching at Audubon this year (her first year) has been a very positive experience, and she is looking forward to next year. She thanked the Board of Directors for all they do.

V. Close of Meeting

The date of the next BOD meeting will be announced as the new 2011-2012 school year gets closer.

Roy Captain wished everyone a happy and relaxing summer, and thanked the outgoing Board Members for all of their contributions, and thanked the rest of the Board Members who are staying on for 2011-2012 school year for all they have done, and their commitment to next school year.

The meeting was closed by Roy Captain at 7:35 PM.

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

Treasurer's Report for May/June 2011

Attached to the agenda are the Bank Reconciliation and Cash In/Cash Out statements for all PTSA activity through Monday, June 6, 2011.

On the Cash In/Cash Out statement, there is an additional column that shows projected income and expenses for the rest of this fiscal year. Please review this column and let me know if there are any line items that you expect to see have additional expenses before the end of the fiscal year.

Some points for discussion:

1. **Birthday Book Club:** In checking in Mrs. Heinz about why only half of the Birthday Book money has been spent, she shared that everyone who ordered a Birthday Book did receive it. She was surprised by how many requests there were for Birthday books, and she ended up taking many books from her regular orders to present to a student as their birthday book (they were all new books). Because of this, she has had difficulty sorting out the purchase orders and receipts to submit for PTSA documentation and reimbursement. Since the intent of those people making Birthday Book Club donations is clear, can we vote to grant \$800-900 of the remaining BBC budget to the library for the purchase of books?
2. **Discretionary Scholarships:** In the known past, the PTSA Discretionary Scholarship line item has been used to support students' participation in field trips and academic materials/experiences that their families could not afford. We have had no requests from teachers or school counselors for this funding this year. The ELL teacher recently approached us about giving a scholarship to a student for summer school. It is her opinion that this student really needs and would benefit from this additional instruction, but the family cannot afford it. Does the Board feel this is an acceptable use of this line item?
3. Even with these expected additional expenses (and income), it looks like we will end the fiscal year about \$6000 in the black. This more than offsets the 2011-12 budget that was just passed by General Membership. **As we are a non-profit organization, it would be great to begin discussion and give some deliberate thought to spending down the surplus funds we are accumulating with each additional "net positive" year.**

Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

No Report

Appendix C: Fundraising Report

VP Chandana Surlu

Membership report from Khris Schaffner, the Membership Chairperson

Students this year: 537

Memberships Total as of June 6, 2011: 393

WSPTA has a 100% Teacher Membership Award this year. We've put up an artwork opposite Ms. Sullivan's room thanking all PTSA members with their names on it.

We are planning to send out Thank you notes to all PTSA members.

Fundraising at a glance

	2010-2011 Budget	As of June 6th 2011*	As of May 31st 2011
PTSA Donations	13,000	13,937.60	13,937.60
Corporate Matching	6,000	6,975.50	6,975.50
Volunteer Time Matching	1,000	2,312	2,312
eScrip+Upcycling	2,500	2,196.25	2,034.14
Jog-a-thon	9,000	15,131.76 ⁺	15,131.76
BoxTops	500	473.28	473.28
Amazon	1,000	1,503.94	1,372.23
Everything Party	0	114.60	114.60
Original works	0	1,124.25	1,124.25
Audubon Family Dinner Nights	0	1,170.43	1,170.43
PACE	0	182.78	182.78
Fundraising Expenses	(300)	(232.90)	(232.90)
Jog-a-thon Expenses	(1,000)	(3,330.84)	(3,330.84)

* These amounts will be in the PTSA account by June 30th 2011. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

⁺ See the Jog-a-thon section for details.

PTSA Donation & Corporate Matching

Just trying to chase up the last of the corporate matching from the back to school donation.

Volunteer Time Matching

Audubon PTSA receives \$17 for every hour MS employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 10 hours must be accumulated before Microsoft will generate the 1st check to Audubon PTSA. **Please encourage all the MS employees you know that support PTSA to log their hours.**

Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let me know (fundraising@audubonpta.org) and I'll follow up with them on reporting these hours.

eScrip +Upcycling report from Stacy Christofferson, the eScrip and Upcycling chair

Upcycling Program terminated as of 3/25/2011.

No report.

Jog-a-thon (report from Khris Schaffner & Chandana Surlu)

The #s: We already had \$2,318.68 from the 2010 Jog-a-thon in the form of corporate matching. These checks come in August and therefore fall into the next school year. This year, we raised \$18,117.63 out of which \$5,304.55 was from corporate matching. So, this amount will fall into the 2011-12 school year. Effectively, we raised $18,117.63 - 5,304.55 + 2,318.68 = \$15,131.76$

We are trying to follow up on all the corporate matching submissions. We have gotten feedback from many volunteers and staff. We will put them together so we can have a Jog-a-thon that is less stressful for the staff and fun & safe for everyone involved.

Box Tops & Labels for Education from Wendy Rice, the BoxTops & Labels chair

I just brought fruit by the foot to three classes:

Mrs. Bailie's Kindergarten class won with 713 box tops and labels. Mrs. Bank's class had 308 and we awarded Mrs. Nygren's class because with just 10 kids, they had 193.

We received 5000 bonus labels from QFC at crossroads, just by asking to partner with them. I had the labels ready to send in and advised Colleen to hold some back. We just sent in the 1000 needed to be matched to get the bonus 1000. Since they do things like this regularly, it is good to have some extra on hand to meet the deadlines. We also sent in the bonus coupons...so I think there was a total of 7000, plus the caring, sharing write up for another 2000. We wrote about the coin drive for Japan, Northwest Harvest Food drive, Jumprope for heart and Read across America...for 500 bonus points each.

So, bring in those BoxTops and Labels for education and watch those numbers in the corridor! **All of you who have Pepperidge farm cookies, General Mills Cereal boxes, Avery Products, Campbell soups, please look through the list of products you might already have at <http://audubonpta.org/SmartShopping.aspx>!!**

Note: For the labels for education (mostly on Campbell's products) we do need to have the whole upc - not just the labels for education logo to get credit for the label.

Amazon and other online stuff (linkshare)

If we decide to go with Amazon for school supplies (astore), the Audubon PTSA store will likely look like this: <http://audubonpta.org/AudubonPTSAStore.aspx>.

Staff: I would love some comments on this! Please look through your grade's supply list and make sure they are what you'd want.

EverythingParty

They will donate 10% of your bill if you let them know that you support Audubon Elementary when you checkout your merchandise out. This has been advertised in the eNews and the homepage. Checks come twice a year, Jan-Jun & Jul-Dec.

Original Works

Done with this for the school year.

Audubon Family Dinner Nights

The last one for the year is at Red Robin Gourmet Burgers in Redmond (Overlake, next to Sears) on Thu June 9th. Wear your Audubon spiritwear!

Jamba Juice School appreciation cards New for 2011!!!

Stop at the school office and pick one up and attach to your key ring! Support Audubon PTSA by presenting the School appreciation card every time you make a purchase at the Jamba Juice stores. Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards valid at JJ stores (not at Safeway, for example). See for <http://www.jambajuice.com/community-programs/jamba-in-the-community/school-appreciation-fundraising>

**School Services Area Reports
June 9, 2011**

Staff Appreciation- Julie Becker and Alison McElroy

Julie is working on finding a co-chair who wants to transition into the lead role after next year.

Hearing and Vision – Beth Kopyar

The chair people for next year are in place and beginning to coordinate.

Valet/Driveway – Roy Captain

No report

Class Photos – Deb East

No Report

Year Book – Deb East

Yearbooks have been delivered to the school and look great. The yearbooks will be distributed to the students during the last week of school.

Emergency Prep – Charla Mills (acting chair)

Waiting for ordered supplies to be delivered. Next year's chair, Jennifer Malick, and I are meeting to develop a plan for all to be up-to-date.

Kindergarten Registration – Wendy Rice

No Report

Appendix E: Student Enrichment

VP Amy Hayes

No Report

Appendix F: Student Enrichment

VP Pierre-Henri Frevol

No Report

Appendix G: Ways and Means

Linda Hall

No Report

Appendix H: Legislative Advocacy
Byron Shutz

No Report